

**Memorandum of the Meeting  
Regular Study Session  
Twenty-Sixth Town Council of Highland  
Monday, May 19, 2008**

The regular study session of the Twenty-Sixth Town Council of the Town of Highland was convened at the regular place, the Highland Municipal, 3333 Ridge Road, Highland, Indiana, in the plenary meeting room on Monday, May 19, 2008 at the standing time of 7:05 o'clock p.m.

**Roll Call:** Mark A. Herak, Brian Novak, Konnie Kuiper, and Bernie Zemen were present. Councilor Dan Vassar was absent owing to a work commitment. The Clerk-Treasurer Michael W. Griffin was present to memorialize the proceedings. A quorum was attained.

**Also present:**

John Bach, Public Works Director joined the meeting at 7:55 o'clock p.m.

**General Substance of Matters Discussed**

1. The Town Council and discussed the status of the Downtown Landscaping. It was noted that Councilor Kuiper was seeking candidates to perform this work and would follow-up with the Public Works Director.
2. The Town Council discussed the matter of modifying the license fee for mopeds from its current amount of \$100. It was noted that during a staff meeting convened on May 19 that there should be no modification to the current provisions in Sections 73.15 through 73.23 which regulate motorized bicycles. It was noted that Section 73.19 provided for the fee. The discussion included whether or not a fine of \$500 should be imposed for violations of the moped licensure sections. The discussion included one rate for persons 15 to 24 and another for persons 25 years of age with a valid drivers license. It was noted that the Town Council would consult with the Town Attorney and determine what if any further action would be taken.
3. The Town Council discussed possible appointments to the Special Events Advisory Commission. It was noted that there were two vacancies for unexpired terms of Judy Vaughn and Pat Popa.
4. The Town Council discussed the schedule and meeting calendar for the balance of the year for the plenary and study session meetings.

The following matters were discussed at the request of Councilor Herak:

5. The Town Council discussed the custodial services at the Fire Station. It was noted that the Fire Chief may be seeking to advertise for a position of custodian. The Town Council discussed the whether or not the current worker assigned from the current contractual janitorial service could be hired directly for the work at the Fire Department.
6. The Town Council and the Public Works Director discussed the plans related to the Kennedy Avenue Improvement Project as a Federal Aid Highway project. The Public Works Director provided a brief worksheet and discussed the breakdown and allocations to support the costs of the Improvement Project as proposed. It was noted that INDOT would be likely letting the contract for construction in August 6, 2009. The local match would be needed 30 days following. The Public Works Director suggested that the local bonding to meet the local match is approximately **\$1,012,000**.

The discussion included the construction timetable and concerns about the partial construction and inconveniences to residents. It was noted that utility relocation needs to be done preliminary to the full construction project. It was noted that the project would likely

not be completed until the end of the 2009 construction season. It was further noted that NIPSCO had not yet filed its utility relocation plans.

The discussion included the ways and means of supporting the paving of local roads and streets in the current year. It was suggested that the Town Council tour the roadways and determine and identify roads that are in need of paving.

7. The Town Council discussed the prospect of applying pre-emergent weed and dandelion eradication. It was noted that the parks were experiencing great dandelion growth. The discussion included the prospect of hiring a firm to take this measure and then deduct the cost from the FY 2009 Park Budget.

The discussion included possible lien enforcement upon lawns that required cutting under the terms of the lawn maintenance ordinance.

8. The Town Council discussed the possibility of Saturday enforcement and the possibility of credit card payment for permit issuance at the time of enforcement.
9. The Town Council discussed the pending project of the Parks and Recreation Department and its Capital Plan for the retrofit of the Lincoln Community Center. A concern was communicated that the Town Council would be looking for a meaningful response regarding the staffing levels and its adequacy for the new facilities.
10. The Town Council discussed a perception of low worker morale and the ways and means of determining the reasons for the low morale, perhaps seeking a third party to determine or survey the work force for findings.

There were no further discussions or any further matters before the Town Council. The regular study session of the Twenty-Sixth Town Council of Highland of **Monday, May 19, 2008** was adjourned at 9:05 o'clock p.m.

Michael W. Griffin, IAMC/CMC/CPFA  
Clerk-Treasurer